

Minutes of the June 27, 2024 Library Board meeting

Attendance

Board members

- H. Allan
- R. Bouchard
- D. Brown
- A. Hazfi
- R. Jamal
- E. Luptakova
- P. Somji
- T. Valente
- Z. Spenta, Student Advisory Trustee

Staff members

- D. Hutchison Koep, Chief Librarian
- M. Liddle, Manager of Operations
- S. Tarcea, Manager of Public Services
- L. Wright, Recording Secretary

Regrets

- B. Harvey

The meeting was called to order at 6:00 p.m. and opened with a territorial acknowledgement by Trustee E. Luptakova. The opening circle was facilitated by Trustee P. Somji.

Chief Librarian D. Hutchison Koep welcomed Chris Reimer, e-Resources Librarian, and Kat Lucas, Systems Coordinator, attending to speak to the staff reports and presentations, and acknowledged the work Abby Saxton, Communications Coordinator, has contributed.

Presentations

Staff report: Community profile & consultation

- A. Community demographics and trends

E-Resources Librarian C. Reimer spoke to the highlights from his research, focused on three questions: Who are we? Where are we going? How are we different?

- B. Community engagement results

Chief Librarian D. Hutchison Koep spoke to the community engagement results that was conducted through a survey, ASK exercise, and "scrawl wall".

Trustee R. Jamal joined the meeting at 6:31 p.m.

- C. Library trends

Systems Coordinator, K. Lucas spoke to library usage trends that have been collected since 2017.

Chief Librarian D. Hutchison Koep outlined recommendations for strategic direction.

A question was asked how we would work with the City to activate the plaza given demands on existing resources. Chief Librarian D. Hutchison Koep responded that potential options include sharing feedback with the City, shifting suitable activities (ex. summer storytimes) to outdoor locations, passive programming, or additional programming with additional resources.

A comment was made about the increase of “Level 3” questions at information desks, and a question was asked about the nature of these questions. Systems Coordinator K. Lucas responded that Level 3 questions include in-depth technology help as well as research assistance for students.

A question was asked about what data and systems exist to support collection development. Chief Librarian D. Hutchison Koep described the BC public library consortium for ebooks and eaudiobooks and also described data available to the library through shared resources and our catalogue.

A question was asked about processes to enhance consortia collections. E-Resources Librarian C. Reimer shared that one-time provincial funds have recently been used to reduce wait times for digital collections; however funding is finite.

A question was asked about the impact of increased demand on human resources. Chief Librarian D. Hutchison Koep commented that in order to do more with existing human resources, options include increasing efficiency or reallocating resources from other functions. Strategic planning priorities help to guide resource allocation or may support requests for additional resources.

A question was asked if the library is currently considering extending opening hours. Chief Librarian D. Hutchison Koep reminded Trustees about the recent LOU with the Union that will make Sunday a regular day of work once flexible work schedules are implemented. This removes one structural barrier to extending Sunday hours, but additional operating funding will be required to increase hours. This is a consideration for the 2025 budget.

Adoption of minutes

1. Minutes of the May 30, 2024 Board meeting

Moved by Trustee E. Luptakova, seconded by Trustee R. Bouchard

THAT the minutes of the May 30, 2024 Library Board meeting as corrected be adopted.

CARRIED

- a. Business arising from the May 30, 2024 Board meeting

All business arising has been referred to staff, is in progress, and/or complete.

Consent agenda items (2 through 7)

2. May Chief Librarian's report
3. Committee minutes
 - a. Governance (May 29, 2024)
4. 2024 Calendar of events
5. Information report to Council – City Library highlights April 2024
6. June 2024 program calendar
7. Correspondence
 - a. Letter to Squamish Nation re: City Library's 2025-2028 Strategic Plan
 - b. Letter to Tsleil-Waututh Nation re: City Library's 2025-2028 Strategic Plan
 - c. Letter to Cargill re: Grant thank you

Moved by Trustee D. Brown, seconded by Trustee A. Hazfi

THAT the consent agenda items 2 through 7 be adopted.

CARRIED UNANIMOUSLY

Reports

8. Chair
 - a. Strategic planning update

Trustee R. Jamal reported that Trustees B. Harvey and H. Allan and the Chief Librarian reviewed proposals from four prospective consultants and Engage Delaney was the preferred applicant.

- b. Chief Librarian mid-year review

Trustee R. Jamal reported that the Board Chair had an informal check in with the Chief Librarian and reports that all goals are in progress and on track.

- c. Mayor's State of the City address

On behalf of Trustee B. Harvey, Trustee R. Jamal reported on the Mayor's State of the City address. One project discussed is making Lonsdale Avenue into a "great street". Given this may transform the area, it is recommended that City Library be consulted in the planning.

9. Chief Librarian

a. ACC (amenity cost contributions) process

Chief Librarian D. Hutchison Koep provided an overview of the ACC process.

A question was asked if there is a coordinated approach by libraries and/or municipalities on this process. Chief Librarian D. Hutchison Koep commented that libraries are in communication and sharing information with one another; however, the municipalities are driving the process.

A comment was made about expected growth in areas of the City in addition to Lower Lonsdale, and this should be considered in planning for any future library expansion.

b. 2023 surplus process update

Chief Librarian D. Hutchison Koep provided an update on the 2023 surplus process, and commented that we will expect to take the report and recommendations to the July 15, 2024 Council meeting and will have access to funds following approval by Council.

c. 2025 budget process

Chief Librarian D. Hutchison Koep commented that 2025 budget submissions are due in mid-August and details will be available for the Board in September.

10. Councillor

Trustee T. Valente reported that Council endorsed both the community wellbeing strategy and the climate and environment strategy.

Trustee T. Valente noted that the 2023 annual municipal report was presented to Council and is a worthwhile read.

Trustee T. Valente commented on the Orange Shirt Society's "Every Child Matters Crosswalk" presentation.

A discussion ensued regarding affordable housing in the City.

11. Finance

a. 2024 Budget adoption

Trustee A. Hazfi provided an overview of the 2024 budget.

Moved by Trustee R. Bouchard, seconded by Trustee A. Hazfi

THAT the North Vancouver City Library Board adopt the 2024 budget.

CARRIED UNANIMOUSLY

Trustee R. Bouchard left the meeting at 7:25 p.m.

Trustee T. Valente joined the meeting at 7:27 p.m.

12. Governance

a. Board calendar review

Trustee R. Jamal spoke to the annual process of reviewing the Board calendar at mid-year to evaluate and update planned development activities and capture timing changes, and acknowledged that strategic planning is taking the place of most development work in 2024.

Moved by Trustee A. Hazfi, seconded by Trustee P. Somji

THAT the North Vancouver City Library Board accept the updates to the 2024 Board calendar as presented.

CARRIED UNANIMOUSLY

Trustees commented on their appreciation of having a meal at Board meetings and agreed to continue this practice.

Trustees are interested in getting together in August to discuss the book, *Project Unlonely*, and staff will poll trustees for date and location options.

b. Committee structure recommendations

Trustee R. Jamal spoke to committee structure recommendations after reviewing the results of a survey of other BC library boards' committee structure.

Trustees discussed the merits of shifting responsibility for the review of new trustees to the Executive committee.

Moved by Trustee D. Brown, seconded by Trustee T. Valente

THAT the North Vancouver City Library Board retain the Nominations Committee as an ad hoc committee;

AND THAT the North Vancouver City Library Board change the name of the Nominations Committee to the "Board Nominations Committee";

AND THAT the North Vancouver City Library Board eliminate the Trustee Review Committee and transfer the responsibility for recruitment of new trustees to the Executive Committee;

AND THAT the North Vancouver City Library Board direct the Governance Committee to prepare updates to the Board manual and Committee Terms of Reference accordingly, and bring them for approval at a future Board meeting.

CARRIED UNANIMOUSLY

c. BCLTA recommendations

Trustee R. Jamal commented that the Board's representative for BCLTA did not have enough time to consider a special resolution at the 2024 AGM.

Trustee H. Allan suggested that it would be helpful to have additional background information in addition to adequate advance notice.

Moved by Trustee E. Luptakova, seconded by Trustee H. Allan

THAT the North Vancouver City Library Board support the Board Chair to write a letter to the BCLTA Chair and Executive Director to convey concerns regarding the short timeline given to consider a proposed special resolution at the AGM, and to recommend a sufficient allowance of notice for consultation in the future.

CARRIED UNANIMOUSLY

13. Student Advisory Trustee

Student Advisory Trustee Z. Spenta reported on teen activities over the past month, including a successful TAC BBQ.

Chief Librarian D. Hutchison Koep commented that Z. Spenta will attend the July and September meetings and the October strategic planning workshop for continuity.

14. Trustee reports

Trustee E. Luptakova attended the Summer Reading Club kick off event.

New business

15. Inclusion framework – Governance pillar action plan

Chief Librarian D. Hutchison Koep reviewed the inclusion framework process to date, and noted the governance pillar is largely the responsibility of the Board.

The Board identified a priority action for the Board will be to complete the skills matrix update as it is in progress, then to plan for Board training around inclusion which will set the stage for development of a policy framework.

Chief Librarian D. Hutchison Koep will bring back suggested wording based on Board input for further discussion and approval at a future meeting.

The Board chose to not make a motion at this time.

16. Middle Years project update

Manager of Operations M. Liddle provided an update on the Middle Years project.

Manager of Operations M. Liddle commented that once there is a contractor in place, the project should move quickly.

17. Open Door Community Hub program evaluation

Given the importance of this topic and the limited time, the Board elected to defer this item to the July meeting.

18. Grant approval: Storytime circles

Manager of Public Services, S. Tarcea spoke to a recent successful grant application to support storytime circles, where library staff introduce literacy-based storytime skills to daycare workers and early childhood educators.

Moved by Trustee P. Somji, seconded by Trustee T. Valente

THAT the North Vancouver City Library Board approve the receipt of grant funds from the Together for Literacy roundtable, and expenditure as recommended by staff.

CARRIED UNANIMOUSLY

Adjournment


Moved by Trustee T. Valente, seconded by Trustee H. Allan

THAT the North Vancouver City Library Board meeting be adjourned.

CARRIED UNANIMOUSLY


The meeting adjourned at 9:07p.m.

Brendan Harvey
Board Chair



Date July 25, 2024

Deb Hutchison Koep
Secretary



Date July 25, 2024